

Public meetings are one way to involve community stakeholders in your installation's noise program. They can be organized in many different ways, depending on the goal, topic, audience, and other factors. This checklist is intended to help you with general elements that apply to most public meetings.

# Planning a public meeting

## Identify potential participants

- Interests identified and categorized?  
Yes ☐ No ☐
- Organizations and individuals identified?  
Yes ☐ No ☐

## Meeting Logistics

Meeting time: \_\_\_\_\_

Date: \_\_\_\_\_

Hours: \_\_\_\_\_

Meeting place(s): \_\_\_\_\_

Central location? Yes ☐ No ☐

Public transportation access? Yes ☐ No ☐

Handicap accessible? Yes ☐ No ☐

Suitable parking? Yes ☐ No ☐

Safe area? Yes ☐ No ☐

Adequate facilities? Yes ☐ No ☐

Total number of people expected: \_\_\_\_\_

## General Session

Seating arrangement: \_\_\_\_\_

Adequate space? Yes ☐ No ☐

Discussion session? Yes ☐ No ☐

Number of small groups: \_\_\_\_\_

Seating arrangement type: \_\_\_\_\_

Number of people in each group: \_\_\_\_\_

Adequate space? Yes ☐ No ☐

## Agenda Development

Questions developed? Yes ☐ No ☐

Schedule developed? Yes ☐ No ☐

Topics of interest to stakeholders included?  
Yes ☐ No ☐

## Background Information Development

Information to be provided: \_\_\_\_\_

Graphics identified? Yes ☐ No ☐

Written information completed? Yes ☐ No ☐

Distribution methods: \_\_\_\_\_

Number of copies: \_\_\_\_\_

The key to a good public meeting is  
be prepared – You can't over plan a  
public meeting.

## Publicity

Meeting Advertised: Newspaper Yes ☐ No ☐;  
Radio Yes ☐ No ☐

Methods selected: \_\_\_\_\_

Material prepared? Yes ☐ No ☐

Number of copies needed: \_\_\_\_\_

Material placed and/or distributed? Yes ☐ No ☐

Personal follow-up completed? Yes ☐ No ☐

Media preparation by contacting Public Affairs  
Office? Yes ☐ No ☐

Message developed? Yes ☐ No ☐

Answers to potential questions prepared to help moderators stay on message? Yes ☐ No ☐

Press release about meeting issued (if applicable)? Yes ☐ No ☐

## Meeting Arrangements

For the General Session

- Lecterns, chairs, tables obtained? Yes ☐ No ☐
- Audiovisual equipment obtained? Yes ☐ No ☐
- Audiovisual equipment tested? Yes ☐ No ☐
- Space for wall displays? Yes ☐ No ☐
- Name tags, registration table space (and personnel)? Yes ☐ No ☐
- Refreshments (and personnel)? Yes ☐ No ☐
- Ventilation/heating adequate? Yes ☐ No ☐
- Will an interpreter or signer be needed for this audience? Yes ☐ No ☐

For Discussion Sessions

- Number of easels/blackboards: \_\_\_\_\_
- Newsprint, tape, and markers for easels obtained? Yes ☐ No ☐

## Preparing Moderators

Role for each moderator identified (facilitator, recorder, timekeeper): \_\_\_\_\_

Rehearsal and or training conducted with moderators/facilitators? Yes ☐ No ☐

Is the topic controversial or is conflict expected? Yes ☐ No ☐ *If so, cofacilitation is recommended.*

## Record the Proceedings

Methods to be used: \_\_\_\_\_

Personnel/equipment obtained? Yes ☐ No ☐

## Orientation Discussion Moderators

Orientation meeting held? Yes ☐ No ☐

Dry run of meeting complete? Yes ☐ No ☐

Testing of all audiovisual equipment complete? Yes ☐ No ☐

Moderators have prepared materials? Yes ☐ No ☐

## Reporting to the Public

Formats used: \_\_\_\_\_

Report prepared? Yes ☐ No ☐

Number of copies required? Yes ☐ No ☐

## Meeting evaluation

Evaluation completed? Yes ☐ No ☐

Recommendations made? Yes ☐ No ☐

Recommendations accepted? Yes ☐ No ☐

*For help with noise management community involvement activities, contact:*

*Operational Noise Program  
U.S. Army Center for Health Promotion and Preventive Medicine  
MCHB-TS-EON  
Aberdeen Proving Ground, MD 21010-5403  
410-436-3829  
<http://chppm-www.apgea.army.mil/dehe/morenoise/>*

*For help with the Navy's noise management community involvement activities, contact:*

*Special Assistant for AICUZ and Encroachment  
Commander Navy Installations  
Naval Facilities Engineering Command  
Washington Navy Yard, Washington DC 20374  
202-685-9181*

*For help with the Air Force's noise management community involvement activities, contact:*

*AICUZ/Noise Program Manager  
Bases and Units Branch  
HQ USAF/ILEPB  
1260 Air Force Pentagon  
Washington, D.C. 20330.  
703-604-5277*

*For help with the Marine Corp's noise management community involvement activities, contact:*

*Community and Land Use Planner for AICUZ  
Headquarter Marine Corps  
Washington DC, 20380-1775  
703-695-8240, ext 3350*